MADERA COUNTY

OCCUPATIONAL OUTLOOK REPORT 1995



A PRODUCT OF *The California Cooperative*



Occupational Information System

This report was produced locally through a partnership between the Madera County Private Industry Council, the member agencies of the Sacramento Area Occupational Research Group and the Employment Development Department.

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With Special Thanks to:

Madera County Private Industry Council Staff and to the hundreds of local employers who participated in our surveys.

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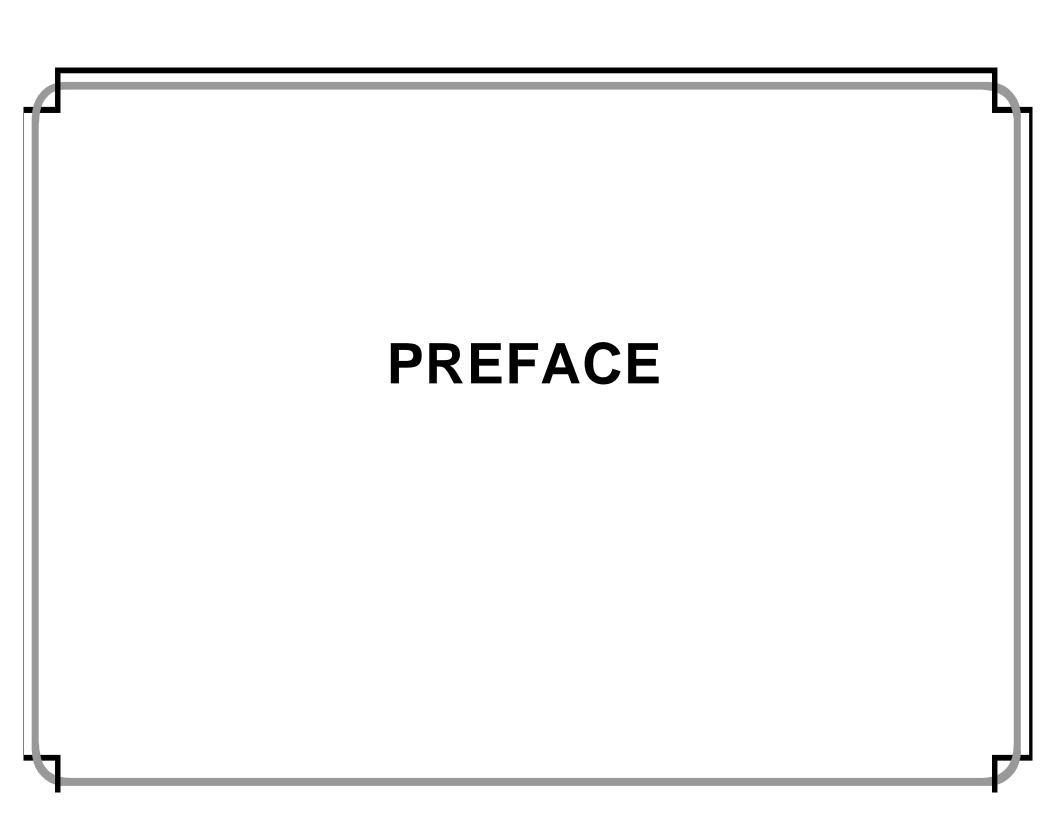
A SPECIAL MESSAGE FOR READERS AND USERS



The Madera County Private Industry Council and the State of California Employment Development Department - Labor Market Information Division have made a substantial effort to ensure the accuracy of the information contained in this report. We are committed to high standards of research and to high quality labor market information for local users. The data is collected by survey from local employers and training providers. Labor market research may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph which captures a picture of reality at a specific point in time when the research was done. Therefore, the data should be used with care.

While recognizing the limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the state California Cooperative Ooccupational Information System staff.

Any questions regarding the data contained in this report or recognition of errors or omissions should be brought to the attention of the Madera County Private Industry Council at (209) 673-7031.



USES OF CCOIS REPORTS

CAREER DECISIONS

Counselors and career development staff can use this report to help their clients make informed career choices based on skills, abilities, interests, education and personal needs. The localized information is easy to use and includes occupational descriptions, employers requirements and preferences, potential earnings and job outlook.

PROGRAM PLANNING

The information in this report provides local planners and administrators with employment, annual turnover, training and placement data, as well as occupational size and expected growth rates. Planners can use this data to plan new programs and to evaluate or improve existing programs.

CURRICULUM DESIGN

Training providers can assess and update their curriculum based on current employer needs such as skills and projected trends, as indicated in this report.

ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will find information on the labor pool such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in Madera labor market area.

PROGRAM MARKETING

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable locally-developed occupational data.

HUMAN RESOURCES MANAGEMENT

Private and public sector employers can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

WAGE DATA

Although it is not intended as an official wage survey, the wages presented in this report have been very useful to employers in providing comparative information concerning local wages rates in particular occupations.



MADERA COUNTY PRIVATE INDUSTRY COUNCIL

The Madera County Private Industry Council is composed of members of the community, such as leaders in local business, industry, labor and community organizations. The Council sets policies and manages the programs under the federal Job Training Partnership Act (JTPA). With the direction of the Council, in cooperation with the County Board of Supervisors, the Private Industry Council offers services that benefit both employers and job seekers. Its purpose is to establish programs to prepare youth and adults for every entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. This is accomplished through the development and support of public and private partnerships that expand economic opportunities for Madera County residents.

The Madera County Private Industry Council provides training for unemployed youths, adults, persons over 55 and dislocated workers. These programs include:

- ♦ Occupational Skills Training: A program offered through contractual agreements with public and private agencies to provide training and job placement in a variety of vocations for which there is a local demand. Combines teaching with "hands on" for applicants who lack vocational skills.
- ♦ On-the-Job Training: A program that provides incentives to employment for hiring and training employees on the job through the Private Industry Council. The program reimburses employers for part of the cost of training in the form of wage reimbursements while new employees are trained, depending upon the occupation.
- ♦ **Dislocated Worker Program:** A program specifically intended to assist persons who have been laid off as a result of downsizing or plant closure. Dislocated workers are offered an array of services based on individual plans developed to assist them with readjustment and retraining services.
- Greater Avenues for Independence (GAIN): A State program for AFDC recipients to help them become employed and financially self sufficient.
- ♦ **BRIDGES:** Locally operated employment and training program to prepare women for nontraditional occupations in areas such as trades, transportation, dairy science and hazardous materials.
- ♦ Older Worker Program: Many older workers lack the skills needed to compete in today's job market or find themselves disadvantaged by age discrimination. The program is designed to meet the specific needs of mature workers and employers in the local community, by preparing and brushing-up their skills for a job change or return to the work force.

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand.

Local sites which only conduct research on the Employment component are considered "Basic Sites". Locations, like Madera, that research both the Employment and Training components are considered "Enhanced Sites".

The Madera County Private Industry Council Labor Market Information study is produced as part of a state-wide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between Madera County Private Industry Council and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to help improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. To provide the standard for the statewide program, all CCOIS reports will have the title "Occupational Outlook" and the name of the geographic area covered by the report. Funding for this study is provided by EDD and Madera County Private Industry Council. This year marks the first year of Madera County Private Industry Council's participation in the project.

MADERA COUNTY

MADERA COUNTY ECONOMIC OUTLOOK

Madera County is located in the geographic center of California. Madera County was carved out of Fresno County in 1893. The name of the county is the Spanish word for wood or lumber, and it is characterized as rural with a population of 106,715 (1994). By the year 2000, Madera county's population should reach 134,100. Madera County is experiencing significant growth with a 3.4% rate between 1980 and 1990 census periods. Between 1990 and 1993, Department of Finance estimates indicate a 5.4% rate which is the second highest in California.

Employment is based on services (28.4%), agriculture and forestry (16.4%), retail trade (14.9%), manufacturing (12.8%), and construction (7.5%). Over the last ten years service industries, construction, and retail trade have shown the fastest growth rates. Agriculture and allied food processing form the basis of Madera county's economy, making up 27% of the county's wages and salary employment. In 1994, cash farm receipts totaled over \$650 million and the leading revenue commodities were grapes, almonds, cotton, milk, pistachios, hay/alfalfa, cattle and oranges. However, in recent years the County's accelerated population growth has been a principal stimulus to the economic expansion of the service industry.

A proactive government towards new business development and existing industry expansion has led both a healthy blend of industrial diversification and new job growth. Eighteen industries have located or expanded in Madera County over the past 5 year period. This represents over 5,500 new jobs and roughly \$88 million in new payroll generation. Historically, Madera County's economic expansion has resulted from development of the area's natural resources such as its crop and grazing land, timber, minerals, and rivers. However, in recent years, the county's accelerated population growth has been an important stimulus to economic expansion. A well developed transportation network and excellent utility sources also contribute to making this area conducive to economic growth and diversification of the industrial and commercial base.

PROJECT METHODOLOGY

PROJECT METHODOLOGY

OVERVIEW:

The following outlines the project methodology used in completing the report. Employment Development Department (EDD) provided the Local Partner(LP) with detailed instructions and formats for completing the survey and report. It is provided so that users will have an improved understanding of how the project is operated, how the data is acquired and processed, and the data's strengths and limitations.

OCCUPATIONAL FORECAST:

EDD developed Occupational Forecast Tables for Madera County. These tables gave 1992 employment by occupation and projected six year growth and separation figures for occupations in Madera County in which there was substantial employment. Occupational distribution by industry was also provided. These tables contain information on over 300 occupations. They were generated by using state unemployment insurance records of Madera County businesses and data from federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries identified according to Standard Industrial Classification(SIC).

SELECTION OF OCCUPATIONS:

A preliminary list suitable for the survey was selected accordingly with the job demand and job growth. After analysis of the available information, a list of 50 occupations was selected. A community meeting was held to further review the proposed list of survey occupations. Representatives from businesses, labor, education and government concurred on the 20 occupations to survey for the report.

The primary consideration for inclusion on the list was that occupations have a:

- Substantial employment base in the county;
- Substantial number of projected job openings in the county;
- ♦ The sample should have an eclectic type of occupations.

SAMPLE SELECTION:

After the occupations were chosen and defined, EDD selected an employer sample from local industries employing people in the chosen occupations. Names of at least 30 employers for each occupation, with addresses, estimated employment in each occupation and the *Standard Industrial Code (SIC)* of the industry were included.

After the survey occupations are selected, an employer sample is developed for each occupation. Since Local Partners (LP) rarely survey the "universe" for any occupation, a considerable amount of time is invested to ensure that the survey samples are representative in terms of type of industries and the size of the employers. This is called Sample Refinement. LMID staff, using detailed databases on employers and occupational staffing within industries, design a draft sample of employers for each of the survey occupations. This sample is carefully reviewed by LP Research Analyst and employers are added and deleted, as appropriate, to obtain a sample of at least 30 employers per occupation (or as many as can be found, if less than 30).

An industry code is a title for a group of firms that produce similar goods and services. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are services, farming, agriculture, and retail trades. Every firm in the State is classified in one or more of these detailed industry categories according to the products or services they produce.

SURVEY PROCEDURES:

- Employers who provided jobs in chosen occupations were identified and contacted by the LP Research Analyst by telephone and were asked to participate, either by phone or mail survey.
- ♦ Then the company name and address were verified, a contact name was obtained and the employer was encouraged to participate. The appropriate survey respondent is the person responsible for the hiring of personnel (in the survey occupation).
- ♦ Many employers were eliminated from the sample because they did not employ the occupation, were no longer in business or a local address or phone number could not be verified. All completed and/or returned questionnaires were reviewed, checked for consistency and completeness, and unclear or inconsistent responses were clarified through follow-up phone calls.
- ♦ If 50% of employers on the original sample did not respond, they were replaced with other employers selected from the Confidential Listing of Universe of Employers (CLUE) supplied by LMID.
- ♦ In a standard sized employer sample of 30 potential respondents, the LP is required to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required.
- ♦ In addition to the survey of employers, Madera County Private Industry Council contacted labor unions, schools, training providers, etc. to learn more about specific occupation.

TABULATIONS & RESULTS:

Coded survey responses were entered into a CCOIS database and basic data tabulations were prepared. From those tabulations, the data was analyzed by the LP and Occupational Outlook Summaries were prepared. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information remains confidential.

DISSEMINATION OF INFORMATION:

PIC, CCOIS, and EDD staff convened a workshop to distribute the results. Copies were sent to local libraries, schools, business organizations and to users on request throughout the year.

OCCUPATIONAL SUMMARIES

GUIDE TO OCCUPATIONAL SUMMARIES

The occupational assessments which follow contain several different items of information for potential use to the readers of this report. Below is a discussion of the key terms used in the assessments, and several guidelines for interpreting results. The terms and guidelines used are standard for all Local Partners (LP) in Service Delivery Areas participating in the CCOIS program, lending consistency to area comparisons.

Throughout the tables, the terms "most"," many", "some", and "few" are assigned specific values to describe the survey results. These values were applied as follows:

♦ **Most:** This reflects more than 51% of the survey respondents.

♦ Many: This reflects 36% to 50% of the survey respondents.

♦ **Some:** This reflects 10% to 35% of the survey respondents.

♦ **Few:** This reflects less than 10% of the survey respondents.

OCCUPATIONAL TITLE AND JOB DESCRIPTION

A description of the occupation surveyed consists of the types of skills and equipment used in the performance of the most general types of duties of the occupation. The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) occupational classification system.

TRAINING AND EXPERIENCE

This section presents the amount and kinds of work experience to obtain employment in the occupation. Furthermore, this section reports the extent to which employers require previous experience and will accept training as a substitute for such experience. Employers are asked how much education and vocational training individuals had, before they were hired into the occupation, over the past year. In addition, employers were asked if they require related work experience and what type of experience was necessary. Promotional opportunities report the higher level positions into which people were promoted from the defined occupation.

EMPLOYER SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. Employers were asked to rate on a four point scale the difficulty they had finding experienced or inexperienced employees to fill vacancies. The following terms are used to describe the difficulty in finding applicants:

• Great Difficulty: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

• Somewhat Difficult: Employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

♦ Little Difficulty: Work supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

• Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

PROJECTIONS AND TURNOVER

Occupational employment growth is based on the Projections of employment by Industry & Occupation Madera County 1992-1999 (Employment Development Department, Labor Market Information Division). This growth rate represents the total increase in new jobs, within the occupation, expected during the projection period. The average growth rate for all the occupations in Madera County during predictions period is 2%. The following terms are used to describe the rate of growth:

Much Faster Than Average: 3.0% or more

Faster Than Average:Average:2.2% to but not including 3.0%1.8% to but not including 2.2%

♦ Slower Than Average: Less than 1.8% but greater than Zero

♦ Remain Stable: Zero

♦ Slow Decline: Less than zero.

EDD SIZE

The size of an occupation is determined by the estimated total number of employees in an occupation provided by Employment Development Department. In Madera County, the following scale is used to designate occupational size by number of employees:

♦ Small: Less than 32
 ♦ Medium: 32 - 64
 ♦ Large: 65 - 140

Very Large: 141 and Above.

TURNOVER

This category is an evaluation of the degree to which employees leave an occupation within a company or organization. It is based on employer information concerning how many new employees they hired in the preceding year because of vacancies resulting from employees leaving existing positions. Turnover was calculated for each occupation based on total employment in the occupation in the companies surveyed and the number of new people hired by those companies to fill vacancies created from people leaving.

WAGES AND FRINGE BENEFITS

The wage data enables comparison of salaries within certain ranges. The data is not intended to represent official preponderant wages. The ranges presented are based primarily on employer responses to the CCOIS surveys. Wage data was collected during the period June through November 1995. The wages were rounded off to the nearest \$0.25 for consistency. Both union and non-union wages are presented for occupations that have union representation. Unionization can be considered negligible when it represents less than 20% of the total workers in the occupation.

The types of fringe benefits employers provided to the employee in the occupation are presented in this section. The percentage of employers offering each type of benefit to full time and part time workers are supplied. Supplementary benefits identified by employers are listed at the bottom of the graphic under Other. It is listed instead of a percentage indicating that less than three employers surveyed offer this benefit. Salary ranges are reported for three levels of employee experience, defined as follows:

♦ New hires, no experience: The wages of persons trained or otherwise qualified, but no paid experience in the occupation.

♦ **New hires, experienced:** The starting wage paid to journey-level or experienced perso ns just starting at the firm.

◆ Experienced, after three years with firm: The wages generally paid to persons with three years journey-level experience at the firm.

EMPLOYER REQUIREMENTS

This section presents an evaluation of skills levels that the surveyed employers want in the employees they hire. The skills are ranked by an average weighed by total employment. The job qualifications and work skills in this section should be interpreted with care. In various cases the skills listed represent ample "skills areas". In such cases the specific skills or skills clusters are not specified, and results should be perceived as representing the areas of competence employers distinguish to be important rather than more detailed "job specific competencies for job entry". Nonetheless, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in binding the focus of further inquiry.

WORK PATTERNS & RECRUITMENT

The distribution of full time, part time, temporary/on call and seasonal employees is reported in this section, along with the average number of hours worked per week. Correspondingly, this section shows which methods are used by employers when recruiting employees.

EMPLOYING INDUSTRIES IN MADERA COUNTY

Indicate industries and/or employers most likely to employ in the specific occupation within Madera County. This list is not intended to portray the universe of employers industries within the county, but illustrate industries in which the occupation comprises a significant share of employment. These available figures are provided through the Occupational Forecast Tables provided by California Cooperative Occupational Information System(CCOIS).

INDEX OF OCCUPATIONS STUDIED

ADJUSTMENT CLERKS
AUTOMOTIVE MECHANICS
CASHIERS

CHILD CARE WORKERS

CLEANING, WASHING, AND PICKLING EQUIPMENT OPERATYORS AND TENDERS

CORRECTIONS OFFICERS AND JAILERS

COOKS - RESTAURANT

DENTAL ASSISTANTS

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS - PRODUCTION AND OPERATING WORKERS

GENERAL OFFICE CLERKS

INDUSTRIAL PRODUCTION MANAGERS

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

MAINTENANCE REPAIRERS - GENERAL UTILITY

MEDICAL ASSISTANTS

NURSES AIDES

REGISTERED NURSES

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

SECRETARIES, MEDICAL

STOCK CLERKS - SALES FLOOR

TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

ADJUSTMENT CLERKS

OES Number: 531230

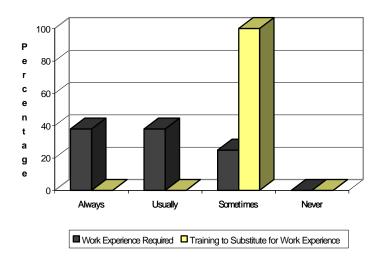
Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

TRAINING AND EXPERIENCE

Education and Training: Although most employers reported the recent hiring of Adjustment Clerks who have a High School Diploma or the equivalent, many employers reported hiring personnel with some College, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies

surveyed. These employers tend to hire applicants with 6 to 60 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Office Work, Bookkeeping, Customer Service, Dispatch Supervisor, or Accounts Payable/Receivable.

Required Training or Certification: Certain employers reported the need for 10 -key adding machine ability or knowledge of Microsoft Office software.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Escrow Officer, Bookkeeper, or to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

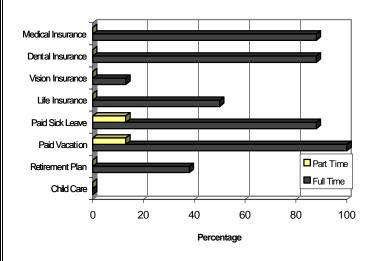
1995 SIZE: 69 - Large 7 YEAR GROWTH: 20 Job Openings

<u>Growth:</u> The annual growth for Adjustment Clerks is 4.8%, which is growing much faster than the average projected annual growth rate of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 5% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE Wages Low High Median New, no experience \$5.75 \$ 7.00 \$ 7.00 New, experienced \$7.00 \$ 8.50 \$ 7.98 3 years with firm \$9.00 \$13.00 \$ 9.50 None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Oral communication skills, ability to read and follow instructions, ability to write legibly, telephone answering skills, problem solving skills, ability to use a calculator, ability to perform basic mathematical operations.

<u>Personal:</u> Customer service skills, public contact skills, ability to interact well with others, ability to work independently, ability to work under pressure.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most employment opportunities were full time work, averaging 40 hours per week. Also, there were few part-time opportunities, averaging 35 hours per week. Neither temporary/on call nor seasonal employees were reported.

Recruitment Methods: The most frequently used methods to recruit employees include employees' referrals, in-house promotion/transfer and newspaper advertisements. Some employers used private employment agencies, hired unsolicited applicants, and used private school and Employment Development Department referrals.

RELATED DOT CODE AND TITLE

168.267-014 - Claim Examiner	203.382-014 - Cancellation Clerk
205.367-018 - Claims Clerk II	209.382-014 - Special Cert. Dictator
219.362-042 - Policy-Change Clerk	219.362-050 - Revival Clerk
219.482-014 - Insurance Checker	

EMPLOYING INDUSTRIES IN MADERA

		Ind. % of Occupation in
SIC	<u>Description</u>	<u>1999</u>
2099	Food Preparations	45%
2084	Wines, Brandy, and Brandy Spirits	16%
2033	Canned fruits and Vegetables	13%
5311	Department Stores	10%
6361	Title Insurance	7%
	Others	9%

AUTOMOTIVE MECHANICS

OES Number: 853020

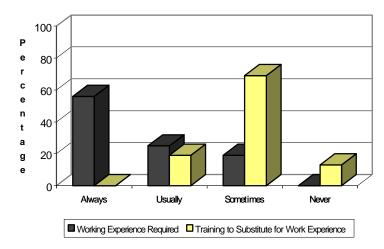
Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Automotive Mechanics who have a High School diploma, some employers reported hiring personnel with some College, but no Degree.

Experience: The percentages reflect employees hired in the last year within the companies

surveyed. These employers tend to hire applicants with 6 to 60 months of experience.



Related Work Experience: Work experience required by employers were: Smog Technician, Service Writer, Lube Mechanic, Repair Mechanic, Remove & Reinstall. Transmission Rebuilder, or Air Conditioner Specialist.

Required Training or Certification: Certain employers reported the need for Auto Service Certificate, Asset Program, or Smog Certificate.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Manager, Parts Manager, Assistant Manager, or Lead Worker.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> applicants and little difficulty in finding <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 163 - Very Large 7 YEAR GROWTH: 30 Job Openings

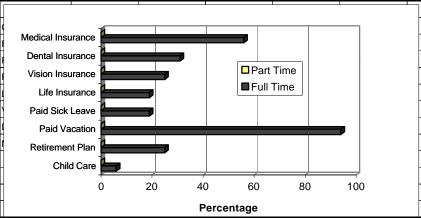
<u>Growth:</u> The annual growth for Automotive Mechanics is 2.9%, which is growing faster than the average projected annual growth rate of 2% for all occupations in Madera County.

<u>Turnover:</u> Employees reported that approximately 16% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRINGE BENEFITS		
<u>Wages</u>	Low	<u>High</u>	Median
New, no experience	\$ 4.25	\$10.00	\$ 5.63
New, experienced 3 years with firm	\$ 5.00 \$ 6.75	\$17.50 \$19.00	\$ 9.00 \$12.71

Unionization is negligible for this occupation.

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Valid driver's license with a good DMV driving record, possess mechanical aptitude, ability to use service manuals, trained in safe work practices, ability to use electronic diagnostic equipment, knowledge of carburetor, ability to tune up engines, ability to repair vehicle air conditioners, vehicle heaters, knowledge of fuel injection systems, ability to repair emission controls.

<u>Personal:</u> Public contact skills, ability to interact well with others, ability to work independently, willingness to work with close supervision, ability to perform basic mathematical computations, ability to read and follow instructions, oral communication skills, ability to write legibly.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most Automotive Mechanics surveyed worked full time, averaging 40 hours per week. No part-time or on-call employees were reported.

Recruitment Methods: The most frequently used methods to recruit new employees include newspaper advertisements, employees' referrals. Many employers used public school or program referrals. Few employers used inhouse promotion/transfer, Employment Development Department and Private Industry Council referrals, and word of mouth.

RELATED DOT CODE AND TILE

620.261-010 - Auto Mechanic	620.261-012 -Auto Mechanic Apprentice
620.261-030 - Auto Service Station Mechanic	620.261-034 - Auto Cooling Diag. Mec.
620.281-026 - Brake Repair	620.281.034 - Carburetor Mechanic
620.281-038 - Front-end Mechanic	620.281-061 - Transmission Mechanic
620.281-066 - Tune-up Mechanic	620.281-070 - Vehicle Fuel Converter
620.381-010 - Auto Radiator Mechanic	620.684-018 - Brake Adjuster
620.684-022 - Clutch Rebuilder	625.281-022 - Fuel Injection Servicer
806.684-038 - Auto Accessories Installer	807.664-010 - Muffler Installer

		Ind. % of Occupation in
SIC	<u>Description</u>	1999
7538	General Automotive Repair Shops	34%
5541	Gasoline Services Stations	16%
5531	Auto and Home Supply Stores	12%
7539	Automotive Repair Shops	5%
	Others	33%

CASHIERS

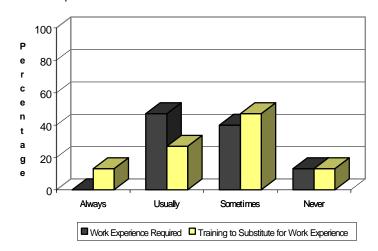
OES Number: 490230

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Cashiers who have a High School diploma or the equivalent, few reported hiring personnel with less than High School level.

Experience: The percentages reflect employees hired in the last year within the companies_surveyed. These employers tend to hire applicants with 6 to 15 months of experience.



Related Work Experience: Work experience required by employers were: Junior Billing Clerk, Stocker, or Front Desk.

Required Training or Certification: None of the employers surveyed reported any requirement for related work experience or training. This may indicate that Cashier jobs tend to be entry level position and they will be trained on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Loan Processor, Senior Billing Clerk, Head Clerk, Office Clerk, or Head Cashier.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>inexperienced</u> and <u>experienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

1995 SIZE: 7 YEAR GROWTH: 553 - Very Large 100 Job Openings

<u>Growth:</u> The annual growth for Cashiers is 2.8%, which is growing faster than the average projected annual growth of 2% for all occupations.

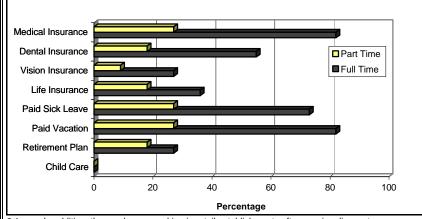
<u>Turnover:</u> Employers reported that approximately 14% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 4.25	\$ 8.00	\$ 4.50
New, experienced	\$ 4.75	\$ 8.00	\$ 5.00
3 years with firm	\$ 5.75	\$ 9.00	\$ 6.25

Unionization is negligible for this occupation.

Benefits: The percentages reflect the results within the companies surveyed.



<u>Others</u>: In addition, the employees working in retail establishments often receive discounts on purchases and those in restaurants or groceries' stores may receive discount on groceries or free or low-cost meals.

EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to follow check cashing procedures, operate a cash register, grocery checking, record keeping, ability to stand continuously for 2 or more hours, ability of cash handling, ability to perform basic mathematical operations.

<u>Personal:</u> Ability to work independently, ability to work under pressure, public contact skills, willingness to work with close supervision, ability to pay attention to detail.

WORK PATTERNS & RECRUITMENT

Hours: Hours of work often vary depending on the needs of the employers. Most jobs in this occupation average 40 hours per week. Most positions for which personnel were hired for the past 12 months were part-time, averaging 25 hours per week. A few temporary and seasonal opportunities existed. Intermediary contacts indicated that employment in this occupation is subject to light seasonal fluctuations in employment levels.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include employees' referrals, in-house promotion/transfer and hiring unsolicited applicants. Many employers used public school or program referral and newspaper advertisement.

RELATED DOT CODE AND TITLE

209.567-014 - Order Clerk, Food and Beverage 211.362-010 - Cashier I

211.462-010 - Cashier II 211.467-010 - Cashier, Courtesy Bo oth

211.482-010 - Cashier, Retail Trade

SIC	<u>Description</u>	Ind. % of Occupation in 1999
5411	Grocery Stores	34%
5541	Gasoline Service Stations	13%
5812	Eating Places	11%
7841	Video Tape Rental	9%
5399	Misc. General Merchandise Stores	6%
5912	Drug Stores and Proprietary Stores	5%
	Others	22%

CHILD CARE WORKERS

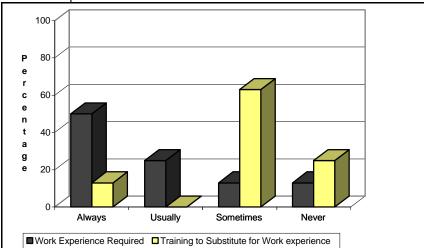
OES Number: 680380

Child Care Workers attend children at school, business, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Workers whose primary function is to teach in a structured setting are not included.

TRAINING AND EXPERIENCE

Education and Training: Although most employers reported the recent hiring of Child Care Workers who have College, but no degree, some reported hiring personnel with a High School diploma or the equivalent, and some with an Associate Degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 12 months of experience.



Related Work Experience: Work experience required by employers were: Teacher's Aide, Day Care Worker/Aide, or Baby-sitter.

Required Training or Certification: The training required of Child Care Workers varies widely. 4 out of 8 employers reported some kind of training needed, which generally ranges from a High School diploma or the equivalent to College courses in Child Development.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions. As Child Care Workers gain experience, they may advance to supervisory or administrative positions such as Head Teacher, Assistant Director, Child Care Coordinator, Lead Staff, or even from part-time to a full time position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

1995 SIZE: 7 YEAR GROWTH: 78 - Large 10 Job Openings

Growth: The annual growth for Child Care Workers is 7.1%, which is growing much faster

than the average projected annual growth of 2% for all occupations in Madera County.

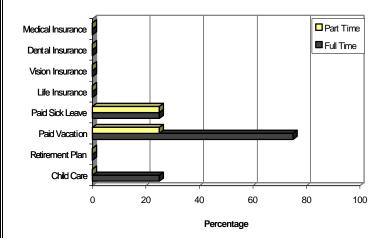
<u>Turnover:</u> Employers reported that approximately 43% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience New, experienced	\$ 4.25 \$ 4.75	\$ 5.00 \$ 5.25	\$ 4.50 \$ 5.00
3 years with firm	\$ 5.00	\$ 6.50	\$ 5.88

None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Reading skills; able to lift at least 50 pounds; pass a preemployment medical exam; training in CPR and first aid techniques; organizational and time management skills; ability to stand continuously for 2 or more hours; ability to work independently and also, as a team player.

<u>Personal:</u> Ability to communicate effectively with the children and parents; ability to handle crisis situations; ability to work under pressure; problem solving skills; dependability; patience; an ability to nurture; motivation; leadership; creativity.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most employment opportunities were full time work, averaging 37 hours per week, and many part-time opportunities, averaging 22 hours per week. Also, there were few temporary/on call opportunities, averaging 7 hours per week. No seasonal employees were reported.

<u>Recruitment Methods:</u> The most frequently used method to recruit employees was newspaper advertisements. Many employers used employees' referrals and in-house promotion/transfer. Few employers used Employment Development Department, job service at college, Private Industry Council and GAIN referrals.

RELATED DOT CODE AND TITLE

355.674-010 - Child Care Attendant, School
359.677-010 - Attendant, Children's Inst
359.677-018 - Nursery School Attendant
359.677-026 - Playroom Attendant

SIC	<u>Description</u>	nd. % of Occupation in 1999
8399	Social Services	24%
8361	Residential Care	16%
8351	Child Day Care Services	16%
8322	Individual and Family Services	16%
7997	Membership Sports & Recreation Clu	ıb 16%
7991	Physical Fitness Facilities	12%

CLEANING, WASHING, AND PICKLING EQUIPMENT OPERATORS AND TENDERS

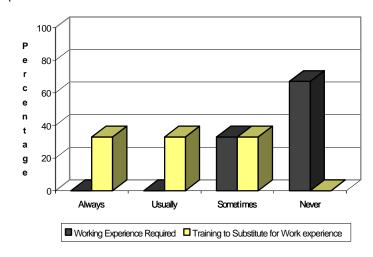
OES Number: 929580

Cleaning, Washing, and Pickling Equipment Operators and Tenders operate or tend machines to wash or clean items, such as barrels or kegs, glass products, tin plate surfaces, dried fruit, pulp, animal stock, coal, manufactured articles, plastic, or rubber, to remove impurities preparatory to further processing.

TRAINING AND EXPERIENCE

Education and Training: Most employers reported the recent hiring for this occupation applicants who have a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies surveyed These employers tend to hire applicants with 6 months of experience.



Related Work Experience: Work experience required by employers was Sanitation.

Required Training or Certification: None of the employers surveyed reported any specific training or certification as a requirement for hiring. This may indicate that for this occupation staff will be trained on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Foreman, Department Manager, or Sub-Foreman

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than demand and that applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 24 - Small 7 YEAR GROWTH: 10 Job Openings

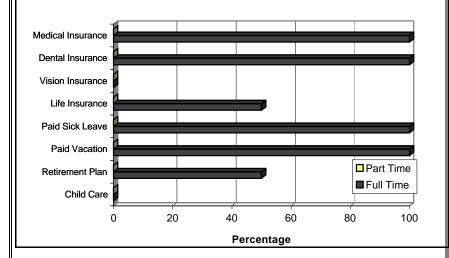
<u>Growth:</u> The annual growth for this occupation is 3.5%, which is growing much faster than the average projected annual growth of 2% for all occupations.

<u>Turnover:</u> Employees reported that approximately 3% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

Wages Non Union New, no experience New, experienced 3 years with firm	Low	High	Median
	\$ 5.25	\$ 5.50	\$ 5.38
	\$ 5.25	\$ 6.50	\$ 5.88
	\$ 8.00	\$ 8.50	\$ 8.25
Wages Union	<u>Low</u>	High	<u>Median</u>
New, no experience	\$ 9.00	\$ 9.00	\$ 9.00
New, experienced 3 years with firm	\$ 9.75	\$ 9.75	\$ 9.75
	\$11.50	\$11.50	\$11.60

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical</u> Ability to stand continously for 2 or more hours, ability to lift 10 lbs., pass a physical exam, knowledge of tools and machinery used, basic mathematical skills, pass a drug test prior to employment.

<u>Personal:</u> Ability to work under close supervision, ability to perform routine work, ability to pay attention to detail.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most employers in firms suerveyed for this occupation worked full time, averaging 40 hours per week. Also, there were many seasonal workers, averaging 60 hours per week.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include employees' referrals and in-house promotion/transfer. Some employers used newspaper advertisements, Employment Development Department and Private Industry Council referrals.

RELATED DOT CODE AND TITLE

521.685-110 - Dried Fruit Washer	529.685-074 - Container Washer
529.685-258 - Washer, Agricultural Produce	533.362-010 - Bleacher, Pulp
559.685-182 - Wash-Tank Tender	590.685-062 - Cleaning Mach.
Tender	

SIC	<u>Description</u>	Ind. % of Occupation in 1999
2084	Wines, Brandy, and Brandy Spirits	92%
2033	Canned Fruits and Vegetables	8%

CORRECTION OFFICERS AND JAILERS

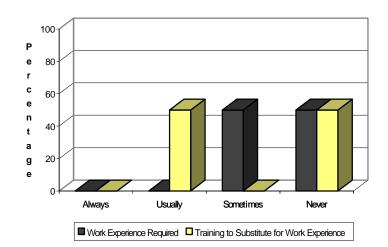
OES Number: 630170

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

TRAINING AND EXPERIENCE

Education and Training: Most employers reported the recent hiring of Corrections Officers and Jailers who have a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies_surveyed. These employers tend to hire applicants with 6 months of experience.



<u>Related Work Experience:</u> Employers surveyed did not require any work experience.

Required Training or Certification: Employers surveyed reported the need for written exam, oral exam, background investigation, physical agility test, and the competition of a six week Department of Corrections Training Academy.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Correctional Sergeant, Correctional Officer II/III, or Correctional Lieutenant.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>inexperienced</u> and <u>experienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

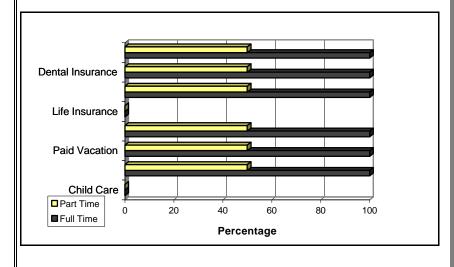
1995 SIZE: 444 - Very Large 7 YEAR GROWTH: 76 Job Openings

<u>Growth</u> and <u>Turnover:</u> No available data was supplied for analysis on these trends. This occupation is being treated as a special survey occupation because the number of employing organizations was known to be too small, and the data provided was limited. However, it is a very large occupation projected to grow very fast.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$11.00	\$11.00	\$11.00
New, experienced	\$13.00	\$13.00	\$13.00
3 years with firm	\$17.50	\$17.50	\$17.50
Wages No Union	Low	<u>High</u>	Median
Wages No Union New, no experience	<u>Low</u> \$ 9.75	High \$ 9.75	Median \$ 9.75

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Record keeping skills, ability to interview others for information, ability to write effectively, problem solving skills, ability to plan and organize the work of others, supervisory skills, ability to administer emergency first aid, ability to pass a pre-employment medical examination, ability to pass a physical performance test.

<u>Personal:</u> Understanding of a variety of cultures, ability to read and comprehend information quickly, ability to handle crisis situations, ability to work independently, ability to work under pressure, ability to interact well with others.

<u>Note:</u> Requirement changes may depend on changes in correctional technology or the knowledge base associated with the occupation that is currently difficult to predict.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Correction Officers and Jailers surveyed worked full time, averaging 40 hours per week, some part time opportunities existed, averaging 25 hours per week.

Recruitment Methods: The methods used by employers when recruiting were: newspaper advertisement, in-house promotion/transfer, departmental announcement, and Employment Development Department referrals.

RELATED DOT CODE AND TITLE

327.367-014 - Jailer 372.567-014 - Guard, Immigration 372.667-018 - Correction Officer 375.367-010 - Police Officer II

		ing. % of Occupation in	
SIC	<u>Description</u>	1999	
9020	State Government	72%	
9030	Local Government	28%	

COOKS - RESTAURANT

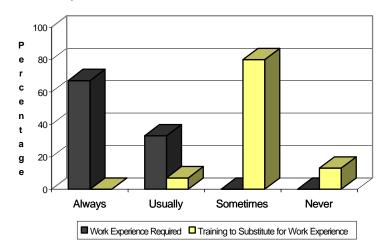
OES Number: 650260

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records, and accounts, price item on a menu, or plan the menu.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Cooks who have a High School diploma or the equivalent; some employers reported hiring personnel with less than High School level.

Experience: The percentages reflect employees hired in the last year within the companiessurveyed. These employers tend to hire applicants with 6 to 17 months of experience.



<u>Related Work Experience:</u> Work experience required by employers required by employers were: Cook, Pre-Cook, Back-up Cook, Salad Maker, Cook Assistant, Fry Cook, or Pantry.

Required Training or Certification: Certain surveyed employers reported training as a Back-up Cook, cooking class, training on working in a grill, or any training related to cooking.

<u>Promotional Opportunities:</u> Although most employers reported that they do not promote personnel, some reported promoting staff from this occupation to higher level position, such as Kitchen Manager.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported great difficulty in finding <u>experienced</u> applicants to fill vacancies and some difficulty in finding <u>inexperienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation be fairly easy for job seekers.

PROJECTIONS & TURNOVER

1995 SIZE: 123 - Large 7 YEAR GROWTH: 30 Job Openings

<u>Growth:</u> The annual growth for Cooks - Restaurant is 3.9%, which is growing much faster than average projected annual growth of 2% for all occupations in Madera County.

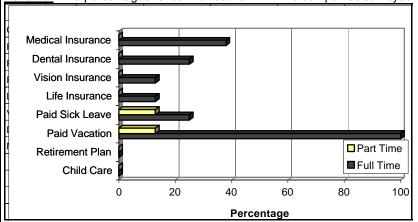
<u>Turnover:</u> Employees reported that approximately 38% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 4.25	\$ 5.50	\$ 4.63
New, experienced	\$ 4.75	\$ 7.50	\$ 6.00
3 years with firm	\$ 5.50	\$ 9.00	\$ 8.00

None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Basic mathematical skills, ability to write effectively, ability to read and follow instructions, ability to write legibly, ability to stand continuously for 2 or more hours, ability to lift at least 30 lbs. repeatedly, ability to taste and smell.

<u>Personal:</u> Ability to work under pressure, ability to work independently and as part of a team, ability to interact well with others, willingness to work nights, weekends, and holidays, ability to follow safe working procedures.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Cooks surveyed worked full time, averaging 39 hours per week, few worked part-time, averaging 23 hours per week. Also, there were few seasonal workers, averaging 40 hours per week.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include newspaper advertisement and employees' referrals. Many employers used in-house promotion/transfer. Some hired unsolicited applicants, used Private Industry Council and Employment Development Department referrals, and word of mouth.

RELATED DOT CODE AND TITLE

313.361-014 - Cook 313.361-018 - Cook, Apprentice 313.361-030 - Cook/Specialty, Foreign Food 313.381-022 - Cook, Barbecue 315.361-022 - Cook, Station 313.361-034 - Garde Manger

SIC	<u>Description</u>	Ind. % of Occupation in 1999
5812	Eating Places Others	85% 15%

DENTAL ASSISTANTS

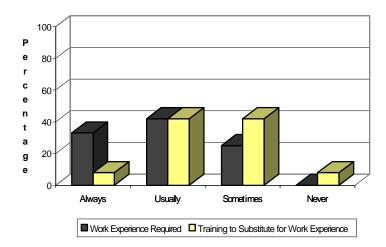
OES Number: 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Many employers reported the recent hiring of Dental Assistants who have a High School diploma or the equivalent. Also, many reported hiring personnel with some College, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 14 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Registered Dental Assistant, Hygienist, Certified Dental Assistant or any work in the Medical field.

Required Training or Certification: Certain employers surveyed reported the need for Registered Dental Assistant Certificate, California license. X-Ray License, or Dental Program.

<u>Promotional Opportunities:</u> Most employers reported not promoting personnel; however, some employers reported that they promote staff from this occupation to higher level positions, such as Laboratory Technician or Front Office.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

1995 SIZE: 44 - Medium
7 YEAR GROWTH: 10 Job Openings

<u>Growth:</u> The annual growth for Dental Assistants is 3.9%, which is growing much faster than the average projected annual growth of 2% for all occupations in Madera County.

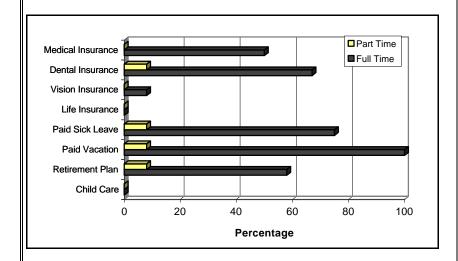
<u>Turnover:</u> Employees reported that approximately 25% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 4.25	\$ 8.00	\$ 5.90
New, experienced	\$ 4.75	\$10.00	\$ 7.00
3 years with firm	\$ 5.50	\$15.75	\$ 9.50

None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



<u>Other:</u> In addition, one employer reported assistance with continuing education, and another employer reported giving benefits only after 3 years of employment.

EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to perform or assist with dental procedures, possession of a radiation safety Certificate, ability to follow laboratory procedures, knowledge of dental materials, ability to write effectively, possession of a Registered Dental Assistant certificate (RDA).

<u>Personal:</u> Public contact skills, ability to work independently, willingness to work with close supervision, ability to follow oral instructions, oral communication skills.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Dental Assistants worked full-time, averaging 34 hours per week, few part-time opportunities existed, averaging 21 hours per week. Neither temporary/on call, nor seasonal employees were reported.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include newspaper advertisements and employees' referrals. Some employers reported using private school and Employment Development Department referrals.

RELATED DOT CODE AND TITLE

079.361-018 - Dental Assistant

		Ind. % of Occupation in
SIC	<u>Description</u>	1999
8021	Offices and Clinics of Dentists	100%

FIRST LINE SUPERVISORS AND MANAGER/SUP. - PROD. AND OPERATING WORKERS

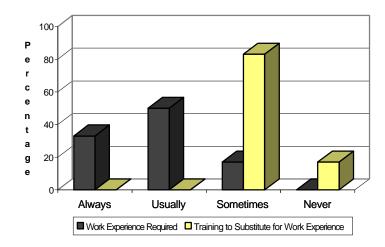
OES Number: 810080

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Work Leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although many employers reported the recent hiring for this occupation personnel who have a Bachelor degree, some employers reported hiring personnel with a High School diploma or the equivalent, some with College, but no degree, and some with an Associate degree.

Experience: The percentages reflect employees hired in the last year within the companies.surveyed. These employers tend to hire applicants with 15 to 48 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Production Supervisor, General Manager, Plant Manager, or Union Plant.

<u>Required Training or Certification:</u> None of the employers surveyed reported any specific training or certification required. This may indicate that the training for this occupation takes place on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Managers or Health & Safety Supervisor if 4 year degree is accomplished.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> applicants and little difficulty in finding <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 123 - Large 7 YEAR GROWTH: 30 Job Openings

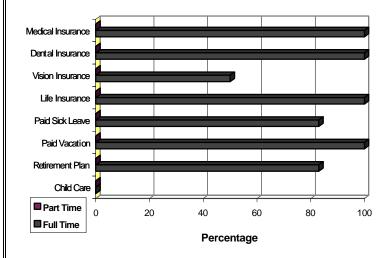
<u>Growth:</u> The annual growth for this occupation is 3.9%, which is growing much faster than average projected annual growth of 2% for all occupations.

Turnover: Employers surveyed reported there was no turnover in the past year.

WAGES & FRINGE BENEFITS Wages Low High Median New, no experience \$14.25 \$16.25 \$15.00 New, experienced \$15.25 \$19.00 \$16.25 3 years with firm \$15.50 \$21.25 \$18.00

None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



Other: Pension 401 K

EMPLOYER REQUIREMENTS

<u>Technical:</u> Leadership qualities, good communication and interpersonal skills, good organizational and time management skills, ability to work and organize the work of others, ability to work under pressure, ability to handle crisis situations, ability to perform basic mathematical calculations, attention to detail, knowledge of word processing, spreadsheet and database software.

<u>Personal:</u> Multi cultural familiarity, ability to work independently and as part of a team, ability to pass a pre-employment medical exam, willingness to participate in drug testing, willingness to work overtime or temporary or seasonal.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most employees surveyed worked full time, averaging 41 hours per week, few seasonal opportunities existed, averaging 60 hours per week. Neither part-time nor temporary/on call employees were reported.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees includein-house promotion/transfer, employees' referrals, and newspaper advertisement. Many recruited through Employment Development Department referrals.

RELATED DOT CODE AND TITLE

521.130-010 - Miller Supervisor	529.132-014 - Plant Superviso
529.132-058 - Supervisor, Fermenting Cellars	529.137-046 - Sup., Fruit Grading
539.132-014 - Supervisor, Pulp Plant	559.137-050 - Sup., Tank Cleaning

SIC	<u>Description</u>	Ind. % of Occupation in 1999
2074	Cottonseed Oil Mills	55%
2033	Canned Fruits and Vegetables	17%
2041	Flour and Other Grain Mill Products	15%
2084	Wines, Brandy, and Brandy Spirits	7%
	Others	6%

GENERAL OFFICE CLERKS

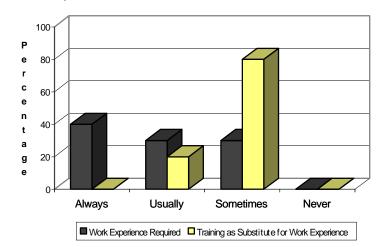
OES Number: 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Workers whose duties are narrowly defined are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Most employers reported the recent hiring for this occupation people who have a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 3 to 24 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Secretary, Bookkeeper, Office Assistant, Receptionist, Accounting Clerk, Front Office or Medical Records.

Required Training or Certification: Certain employers reported the need for applicants with vocational training such as Accounting or Secretarial.

<u>Promotional Opportunities:</u> Most employers reported that they don't promote personnel. However, many employers promoted staff from this occupation to higher level positions, such as Manager, Account Clerk I to II, Secretary, Bookkeeper, Typist Clerk II, Program Assistant, or Administration Aide.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>inexperienced</u> and <u>experienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 7 YEAR GROWTH: 587 - Very Large 40 Job Openings

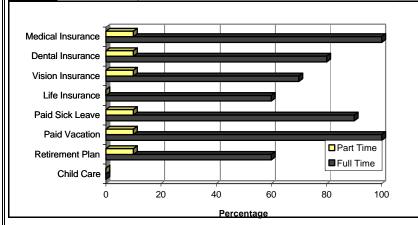
<u>Growth:</u> The annual growth for General Office Clerks is 1%, which is slower than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 14% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS Wages Low High Median New, no experience \$ 5.50 \$ 7.50 \$ 6.48 New, experienced \$ 7.00 \$ 8.75 \$ 7.29 3 years with firm \$ 8.00 \$10.75 \$ 8.29

None of the employers responding to the survey were unionized.

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Telephone answering skills, filing skills, public contact skills, English grammar, spelling, and punctuation skills, ability to type at least 40 wpm, ability to use a calculator, skilled clerical detail work, ability to use a computer terminal, ability to do routine work, to write effectively.

<u>Personal:</u> Ability to read and follow instructions, oral communication skills, ability to interact well with others, ability to work independently, ability to work under pressure, ability to perform repetitive work, strong analytical skills.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most General Office Clerks surveyed worked full time, averaging 40 hours per week, few worked part time, averaging 20 hours per week, and there were few temporary/on call, averaging 40 hours per week. No seasonal employees were reported.

Recruitment Methods: The most frequently used method to recruit employees was newspaper advertisement. Many employers used employees' referrals and in-house promotion/transfer. Few used Private Industry Council, Employment Development Department, and GAIN referrals.

RELATED DOT CODE AND TITLE

209.562-010 - Clerk, General 209.567-022 - Office Clerk 219.362-010 - Administrative Clerk 219.362-026 - Contract Clerk, Auto 245.362-014 - Unit Clerk

		Ind. % of Occupation in
SIC	<u>Description</u>	<u>1999</u>
9030	Local Government	20%
8211	Elementary and Secondary Schools	13%
8062	General Medical & Surgical Hospital	l 6%
8011	Offices & Clinics of Medical Doctor	4%
	Others	57%

INDUSTRIAL PRODUCTION MANAGERS

OES Number: 150140

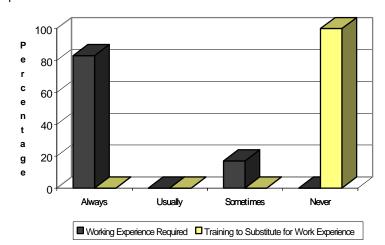
Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Industrial Production Managers who have a Bachelor degree, some employers reported hiring personnel with some College, but no degree, and some with a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies

surveyed. These employers tend to hire applicants with 24 to 48 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Manager, Production Manager, Line Supervisor or Operations Supervisor.

Required Training or Certification: None of the employers surveyed reported specific training or certification required. This may indicate that the training for this occupation takes place on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promoted personnel from this occupation to higher level positions, such as Senior Management, Plant Manager, or Director.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>inexperienced</u> and <u>experienced</u> applicants to fill vacancies. This may suggest that the job market for this occupation remains competitive for qualified job seekers.

PROJECTIONS & TURNOVER

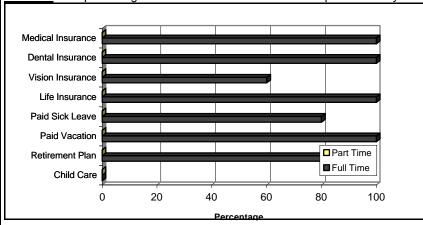
1995 SIZE: 39 - Medium 7 YEAR GROWTH: 20 Job Openings

<u>Growth:</u> The annual growth for Industrial Production Managers is 9.5%, which is growing much faster than the average annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers surveyed reported there was no turnover in the past year.

	WAGES & FRINGE BENEFITS		
<u>Wages</u>	Low	<u>High</u>	Median
New, no experience	\$31.75	\$31.75	\$31.72
New, experienced	\$10.00	\$34.00	\$17.97
3 years with firm	\$14.00	\$37.85	\$19.06

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to give oral instructions, advanced technological skills, knowledge of the technical aspects of subordinates duties, problem solving skills, record keeping skills, ability to follow grievance procedures, ability to write effectively, ability to plan and organize the work of others.

<u>Personal:</u> Interpersonal communication skills, ability to set work priorities, ability to work under pressure, ability to manage a multicultural workforce, ability to deal effectively with difficult individuals, ability to work independently, ability to manage multiple priorities.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most Industrial Production Managers surveyed worked full time, averaging 42 hours per week. No part-time, temporary/on call or seasonal employees were reported.

Recruitment Methods: The most frequently used methods to recruit employees include in-house promotion/transfer, newspaper advertisement, employees' referrals. Some used private employment agencies, hired unsolicited applicants, and used public school/program and Employment Development Department referrals.

RELATED DOT CODE AND TITLE

181.117-010 - Manager, Bulk Plant 183.161-014 - Wine Maker 183.167-010 - Brewing Director 183.167-018 - General Supervisor 183.167-026 - Manager, Food Processing Plant

SIC	<u>Description</u>	Ind. % of Occupation in 1999
2084 2074 2099	Wines, Brandy, and Brandy Spirits Cottonseed Oil Mills Food Preparations, NEC Others	54% 22% 22% 2%

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

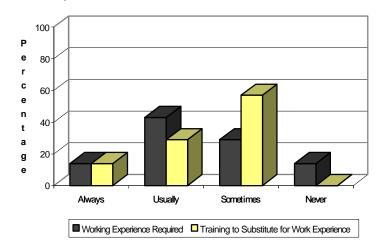
OES Number: 979470

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Logging Tractor Operators are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of applicants for this occupation who have a High School diploma or the equivalent, some employers reported hiring personnel with less than High School level.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 3 to 12 months of experience.



<u>Related Work Experience:</u> Work experience required by employers were: Driver, Yardman, Forklift Driver, Utility Driver, Equipment Operator or Receiver Driver.

<u>Required Training or Certification:</u> Certain employers require applicants with similar experience in the field, such as Driver. Others employers provided on the job training.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Manager, Sub-Foreman, Foreman, or to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 7 YEAR GROWTH:

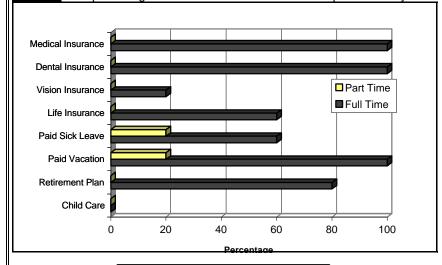
181 - Very Large 50 Job Openings

Growth: The annual growth for this occupation is 4.5%, which is growing much faster than average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 1% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRINGE BENEFITS		
Wages Non Union	Low	High	Median
New, no experience	\$ 5.25	\$ 9.00	\$ 6.62
New, experienced	\$ 5.50	\$ 9.00	\$ 7.25
3 years with firm	\$ 6.00	\$11.50	\$ 9.00
Wages Union	Low	<u> High</u>	<u>Median</u>
New, no experience	\$ 9.50	\$ 9.50	\$ 9.50
New, experienced	\$10.25	\$10.25	\$10.25
3 years with firm	\$11.75	\$11.75	\$11.75

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

Technical: Possession of a valid California driver's license with a good DMV driving record, ability to pass a pre-employment medical exam, ability to work independently and as part of a team, ability to perform routine, repetitive work, ability to lift at least 50 lbs.

<u>Personal:</u> Willingness to participate in drug testing, willingness to work temporary or seasonal, attention to detail, ability to follow safety procedures, ability to follow oral instructions.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most employment opportunities were full time work, averaging 40 hours per week. Few were seasonal employees, averaging 40 hours per week. No part time or temporary/on call employees were reported.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include employees' referrals and in-house promotion/transfer. Many employers hired unsolicited applicants and used Employment Development Department referrals. Some employers used newspaper advertisement and private employment agencies referrals.

RELATED DOT CODE AND TITLE

921.683-050 - Industrial Truck Operator 929.683-014 - Tractor Operator

SIC	<u>Description</u>	Ind. % of Occupation in 1999
2084	Wines, Brandy, and Brandy Spirits	51%
2074	Cottonseed Oil Mills	18%
2033	Canned Fruits and Vegetables	15%
	Others	16%

MAINTENANCE REPAIRERS - GENERAL UTILITY

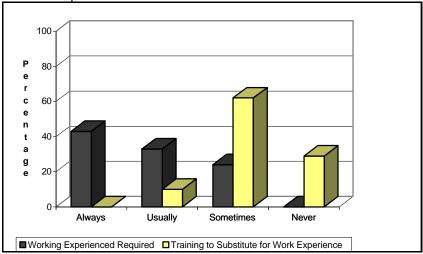
OES Number: 851320

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring for this occupation people who have a High School diploma or the equivalent, some reported hiring personnel with some college, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 36 months of experience.



Related Work Experience: Work experience required by employers were: Maintenance, Mechanic, Electrician, Plumbing, Carpenter, Landscape, Gardener, Pipe Installer, Welder, Fabricator, Groundskeeper, Maintenance Worker II, Facilities Maintenance, General Construction, Airport & Safety Operations, or Plant Mechanic I/II.

Required Training or Certification: Certain employers surveyed reported the need for DMV Class B driver's license, Water Treatment Grade I, Back Flow, Airport Operations & Safety. Also, there was some on-job-training.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Supervisor, Leadman, Reservations Clerk, Night Auditor, Lead Field Maintenance, Shop Foreman, Assistant Manager, or Maintenance Foreman.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding <u>experienced</u> applicants and little difficulty in finding <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

1995 SIZE: 7 YEAR GROWTH: 307 - Very Large 40 Job Openings

<u>Growth:</u> The annual growth for this occupation is 2%, which is growing proportionally with the average projected annual growth of 2% for all occupations in Madera County.

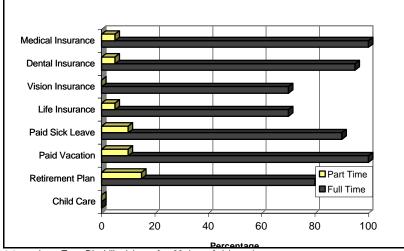
<u>Turnover:</u> Employers reported that approximately 9% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS

<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 6.00	\$12.25	\$ 7.92
New, experienced	\$ 6.50	\$14.00	\$ 8.74
3 years with firm	\$ 7.50	\$18.75	\$11.15

Unionization is negligible for this occupation.

Benefits: The percentages reflect the results within the companies surveyed.



Other: Long Term Disability (given after 90 days of sickness)

EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to use power hand tools, possess mechanical aptitude, good eye-hand coordination, heating/air conditioning installation/repair skills, plumbing repair skills, electrical repair skills, carpentry skills, computer skills, ability to lift at least 50 lbs., ability to read and follow instructions, ability to perform basic mathematical operations.

<u>Personal:</u> Ability to work independently, ability to interact well with others, oral communication skills, ability to write legibly, willingness to participate in drug testing, ability to handle crisis situations, willingness to work on call or seasonal.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Maintenance Repairers surveyed worked full time, averaging 40 hours per week, some worked part time, averaging 33 hours per week. There were few temporary/on call employees, averaging 37 hours per week, and few seasonal, averaging 40 hours per week.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include newspaper advertisement and in-house promotion/transfer. Many employers used employees' referrals. Some used Employment Development Department referrals, private employment agencies, and hired unsolicited applicants.

RELATED DOT CODE AND TITLE

638.281-010 - Fire-Fighting - Equipment Specialist 899.261-014 - Maintenance Repairer, Industrial 899.381-010 - Maintenance Repairer - Building

SIC	<u>Description</u>	Ind. % of Occupation in 1999
8211 2074 2033 9030	Elementary and Secondary Schools Cottonseed Oil Mills Canned Fruits and Vegetables Local Government Others	15% 12% 6% 6% 61%

MEDICAL ASSISTANTS

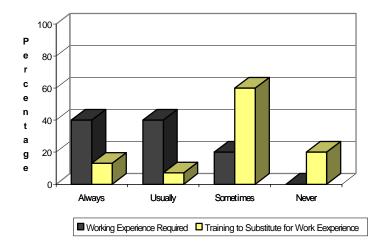
OES Number: 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Medical Assistants who have a High School diploma or the equivalent, some reported hiring personnel with some College, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 36 months of experience.



Related Work Experience: Work experience required by employees were: Medical Assistant, Nurse Aide, Receptionist, Certified Nursing Assistant, Phlebotomist, or any previous Secretarial position.

Required Training or Certification: Certain employers surveyed reported the need for Certified Medical Assistant, Medical Assist Program, or Certified Nursing Aide Training.

<u>Promotional Opportunities:</u> Most employers reported that they don't promote personnel. However, many employers do promote staff from this occupation to higher level positions, such as Supervisor Medical Assistant, Senior or Lead Medical Assistant, or Manager.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than demand and that applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

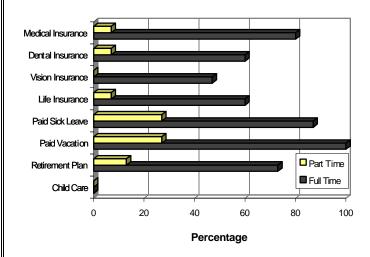
1995 SIZE: 79 - Large 7 YEAR GROWTH: 14 Job Openings

Growth: The annual growth for Medical Assistants is 2.7%, which is growing faster than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 26% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRII		
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience New, experienced	\$ 5.00 \$ 5.50	\$ 8.00 \$ 8.00	\$ 5.84 \$ 6.87
3 years with firm	\$ 6.25	\$ 9.00	\$ 8.00

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to take vital signs, ability to apply sterilization techniques, ability to handle crisis situations, knowledge of medical terminology, ability to use a computer, knowledge of laboratory techniques, knowledge of medical insurance forms, familiarity with X-ray equipment, basic math skills.

<u>Personal:</u> Ability to work under pressure, ability to work independently, ability to read and follow instructions, oral communication skills, willingness to work with close supervision,

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most Medical Assistants surveyed worked full time, averaging 38 hours per week. Also, there were few part time employees, averaging 18 hours per week, few temporary/on call employees, averaging 9 hours per week, and few seasonal employees, averaging 20 hours per week.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include employees' referrals and newspaper advertisement. Some employers used private school referrals, in-house promotion/transfer, hired unsolicited applicants, used public schools/program and Employment Development Department referrals.

RELATED DOT CODE AND TITLE

079.362-010 - Medical Assistant 079.364-010 - Chiropractor Assistant 079.374-018 - Podiatric Assistant 355.667-010 - Morgue Attendant

SIC	<u>Description</u>	Ind. % of Occupation in 1999
8011 8093 8062	Offices & Clinics of Medical Doctor Specialty Outpatient Clinics General Medical & Surgical Hospita	46% 17% J 15%
8049	Offices of Health Practitioners Others	15% 7%

NURSES AIDES

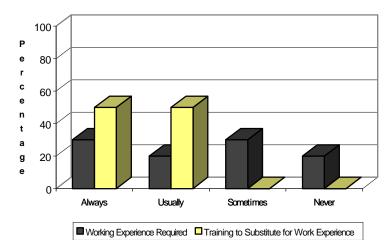
OES Number: 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Psychiatric Aides and Home Health Aides are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Most employers reported the recent hiring of Nurse Aides who have a High School diploma or equivalent.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 3 to 6 months of experience.



<u>Related Work Experience:</u> Work experience required by employees were: Nursing, Caretaker, Certified Nursing Assistant, Certified Nursing Assistant Feeder, Nurse Assistant, or Restorative Aide.

Required Training or Certification: Certain employers surveyed reported the need for CPR Training, First Aid Training or Nursing Assistant Certification. To obtain certification, the following is required: 100 hours of supervised clinical training and 50 hours of classroom training, completion of a State Approved Certified Nurse Assistant Program, and passing mark on the Federal Exam.

<u>Promotional Opportunities:</u> Although most employers reported not promoting personnel, some employers reported that they promote staff from this occupation to higher level positions, such as Certified Nurse Assistant II & III, Unity Secretary, or Monitor Technician.

EMPLOYER SUPPLY & DEMAND

Employers reported some difficulty in finding <u>experienced</u> applicants and little difficulty to find <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS &

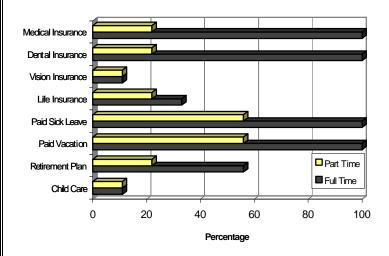
1995 SIZE: 7 YEAR GROWTH: 277 - Very Large 40 Job Openings

<u>Growth:</u> The annual growth for Nurses Aides is 2.2%, which is growing proportionally with the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 55% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRIN		
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience New, experienced 3 years with firm	\$ 4.75 \$ 5.50 \$ 6.00	\$ 6.00 \$ 7.25 \$ 8.00	\$ 5.44 \$ 5.99 \$ 7.00

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to provide personal services to patients, ability to handle crisis situations, record keeping skills, ability to understand asepsis, ability to read and follow directions, ability to work independently and as part of a team, oral communication, ability to lift at least 10 to 50 lbs., ability to stand continuously for two or more hours, ability to do strenuous, physically demanding work, ability to work under pressure.

<u>Personal:</u> Willingness to pass a pre-employment medical exam and participate in drug testing, willingness to work different shifts, writing skills, attention to detail, reliability, self motivation.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most Nurses Aides surveyed worked full time, averaging 42 hours per week. However, some employees worked part time, averaging 21 hours per week. There were few temporary/on call employees, averaging 21 hours per week. No seasonal employees were reported.

Recruitment Methods: The most frequently used methods to recruit employees include newspaper advertisement and employees' referrals. Some employers used in-house promotion/transfer, public schools/program and private school's referrals, hired unsolicited applicants, and used Employment Development Department referral.

RELATED DOT CODE AND TITLE

354.374-010 - Nurse, Practical 354.377-010 - Birth Attendant 354.677-010 - First-Aid Attendant 355.674-014 - Nurse Assistant 355.674-018 - Orderly

SIC	<u>Ind</u> <u>Description</u>	<u>1999</u>
8059 8062 8051	Nursing and Personal Care General Medical & Surgical Ho Skilled Nursing Care Facilities Others	•

REGISTERED NURSES

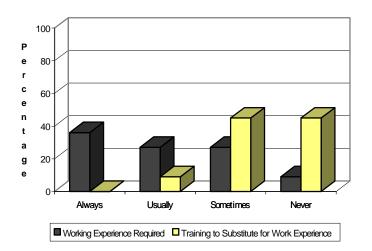
OES Number: 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Nursing Instructors and Teachers are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Many employers reported the recent hiring of Registered Nurses who have an Associate Degree, and many employers reported hiring personnel who have a Bachelor's Degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 12 to 24 months of experience.



<u>Related Work Experience:</u> Work experience required by employees were: Physician Assistant, Nurse Practitioner, Nurse Aide, Supervising Registered Nurse, Public Health Nurse, Clinic Registered Nurse, or Psychiatric Nurse.

Required Training or Certification: Certain employers reported the need for Licensure. To obtain a nursing license, all States require graduation from an accredited nursing school and passing a California licensing examination.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Administrative Nursing, Supervising Charge Nurse, Health Program Registered Nurse, Supervisor, Head Registered Nurse, or Registered Nurse II.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding experienced applicants and little difficulty in finding inexperienced applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

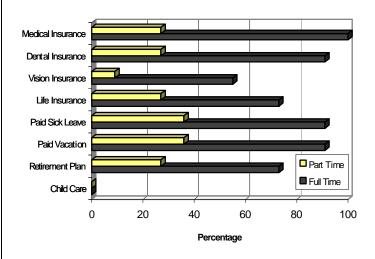
1995 SIZE: 7 YEAR GROWTH: 257 - Very Large 40 Job Openings

<u>Growth:</u> The annual growth for Registered Nurses is 2.4%, which is growing faster than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 30% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS			
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$12.00	\$16.50	\$15.00
New, experienced	\$13.25	\$27.75	\$16.85
3 years with firm	\$14.50	\$31.00	\$18.94

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to provide personal service to patients, record keeping skills, intensive care treatment skills, ability to take vital signs, understandings asepsis, ability to assist with examinations, ability to apply patient transferring techniques, ability to do charting, acute care experience, clinical assessment skills, ability to perform CPR, ability to lift at least 10 to 50 pounds.

<u>Personal:</u> ability to read and follow instructions, oral communication, ability to work independently and as part of team, ability to handle crisis situations, attention to detail, ability to work under pressure, ability to write effectively, ability to work under pressure, ability to write legibly, public contact skills.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Most employees in this occupation worked full time, averaging 40 hours per week. Part time employees worked an average of 18 hours per week. There were a few on-call employees who worked an average of 21 hours per week. This occupation may require shift work, depending on the employer.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include newspaper advertisements, in-house promotion/transfer, public school or program referrals. Also, many employers used private school referrals.

RELATED DOT CODE AND TITLE

075.124-010 - School Nurse	075.127-014 - Nurse, Consultant
075.127-030 - Nurse, Supervisor, Evening or Night	075.124-034 - Nurse, Infection Control
075.137-014 - Head Nurse	075.264-010 - Nu rse Practitioner
075.264-014 - Nurse, Midwife	075.364-010 - Nurse, General Duty
075.374-014 - Nurse, Office	075.374022 - Nurse, Staff, Occ. Health
075.374-018 - Nurse, Private Duty	

		Ind. % of Occupation in
SIC	<u>Description</u>	<u>1999</u>
8062	General Medical & Surgical Hospita	l 60%
8011	Offices & Clinics of Medical Doctor	8%
8211	Elementary and Secondary Schools	6%
9020	State Government	5%
9030	Local Government	5%
8059	Nursing and Personal Care	4%
	Others	12%

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

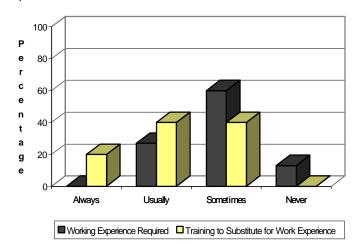
OES Number: 490112

Retail salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Workers who work primarily as Cashiers are not included.

TRAINING AND EXPERIENCE

Education and Training: Most employers reported the recent hiring of Salesperson who have a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies_surveyed. These employers tend to hire applicants 6 to 12 months of experience.



<u>Related Work Experience:</u> Work experience required by employees were: Retail Sales, Clerk, Sales Clerk, Bench Jeweler, or Cashier.

Required Training or Certification: None of the companies surveyed specify any required training or certification. This may indicate that the training takes place on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher positions, such as Department Supervisor, Department Manager, Floral Assistant, Designer, Purchasing Agent, Training Manager, or to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding experienced applicants and little difficulty in finding inexperienced applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

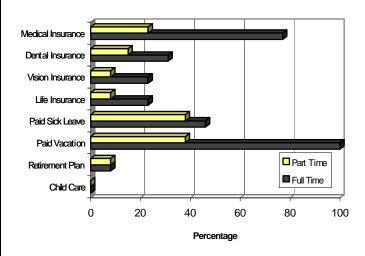
1995 SIZE: 7 YEAR GROWTH: 794 - Very Large 150 Job Openings

<u>Growth:</u> The annual growth for Salespersons - Retail is 2.9%, which is growing faster than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 17% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS			
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 4.25	\$ 6.00	\$ 4.25
New, experienced	\$ 4.50	\$11.25	\$ 5.00
3 years with firm	\$ 5.50	\$13.00	\$ 6.50

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Ability to make change, ability to operate a cash register, customer service skills, basic math skills, ability to apply sales techniques, understanding of inventory techniques, ability to demonstrate knowledge of specific products, ability to write effectively, ability to stand continuously for 2 or more hours, public contact skills.

<u>Personal:</u> Ability to work under pressure, ability to read and follow oral instructions, willingness to work with close supervision, ability to work independently, self motivation, good persuasive skills.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Retail Salespersons surveyed worked full time, averaging 39 hours per week, many worked part time, averaging 20 hours per week. Some employees worked on a temporary/on call basis, averaging 10 hours per week. Only a few employers reported seasonal job opportunities, averaging 20 hours per week.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include employees' referrals, hiring unsolicited applicants, and in-house promotion/transfer. Some employers used public schools/program, Employment Development Department and Private Industry Council referrals. Few employers used private employment agencies and private school referrals.

RELATED DOT CODE AND TITLE

 279.357-054 - Salesperson, General Merch.
 290.477-014 - Sales Clerk

 299.677-010 - Sales Attendant
 299.467-010 - Layaway Clerk

 290.477-018 - Sales Clerk, Food
 299.677-010 - Sales Attendant

		Ind. % of Occupation in
SIC	<u>Description</u>	<u>1999</u>
5311	Department Stores	24%
5399	Misc. General Merchandise Stores	13%
5411	Groceries Stores	11%
5912	Drug Stores and Proprietary Stores	4%
	Others	48%

SECRETARIES, MEDICAL

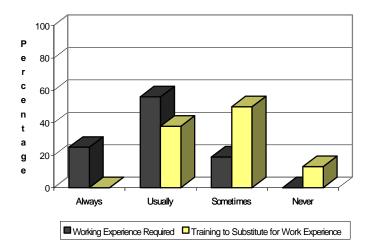
OES Number: 551050

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Medical Secretaries who have a High School diploma or the equivalent, some reported hiring personnel with some College, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 24 months of experience.



Related Work Experience: Work experience required by employees were: Certified Nurse Assistant, Medical Office Secretary, Medical Biller, Medical Assistant, Receptionist, Secretary, Dental Assistant, Collections, Transcriber, or Front Office.

Required Training or Certification: Certain employers reported the need for Medical Terminology Course, Certified Medical Assistant Program, Medical Billing, or Phone Etiquette.

<u>Promotional Opportunities:</u> Most employers reported not promoting personnel. However, some employers reported that they promote personnel from this occupation to higher level positions, such as Center Manager, Front Office Supervisor, or promotion to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding experienced applicants and little difficulty in finding inexperienced applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employers demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

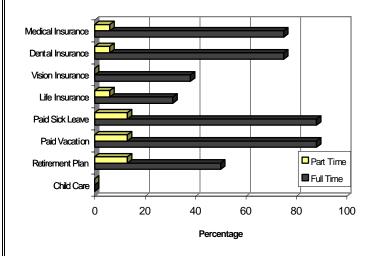
1995 SIZE: 44 - Medium
7 YEAR GROWTH: 10 Job Openings

<u>Growth:</u> The annual growth for Medical Secretaries is 3.6%, which is growing much faster than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 15% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRIN		
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience New, experienced 3 years with firm	\$ 4.25 \$ 5.75 \$ 6.75	\$ 8.25 \$10.00 \$16.75	\$ 5.75 \$ 7.00 \$ 8.75

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Basic office skills, knowledge of spreadsheet software, computer billing, proficiency in keyboarding, English grammar, spelling, and punctuation skills, oral communication skills, organizational ability, telephone answering skills, filing skills, public contact skills, ability to do routine, repetitive work, familiarity with medical terminology.

<u>Personal:</u> Ability to read and follow instructions, oral communications skills, ability to interact well with others, ability to write legibly, ability to work independently, ability to work under pressure, willingness to work with close supervision.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Medical Secretaries surveyed worked full time, averaging 40 hours per week, some worked part time, averaging 20 hours per week. Few temporary/on call opportunities existed, averaging 24 hours per week. No seasonal employees were reported.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include Newspaper advertisement and employees' referrals. Some employers hired unsolicited applicants, used in-house promotion/transfer, public school/program and Employment Development Department referrals. Few used private schools referrals and word of mouth.

RELATED DOT CODE AND TITLE

201.362-014 - Medical Secretary

SIC	<u>Description</u>	Ind. % of Occupation in 1999
8011 8021	Offices and Clinics of Medical Docto	19%
8041 8062	Offices and Clinics of Chiropractor General Medical & Surgical Hospita Others	6% I 6% 11%

STOCK CLERKS - SALES FLOOR

OES Number: 490210

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Most employers reported the recent hiring of Stock Clerks who have a High School diploma or the equivalent.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with f 4 to 18 months of experience.



<u>Related Work Experience:</u> Work experience required by employees were: Stocker, Receiving Clerk, Checker Clerk, Courtesy Clerk, Grocery Clerk or in Retail position.

<u>Required Training or Certification:</u> None of the companies surveyed reported any specific required training or certification. This may indicate that the training takes place on the job.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Cashier, Department Manager, Cashier, or promotion to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported some difficulty in finding experienced applicants and little difficulty in finding inexperienced applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than employer demand and that inexperienced applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

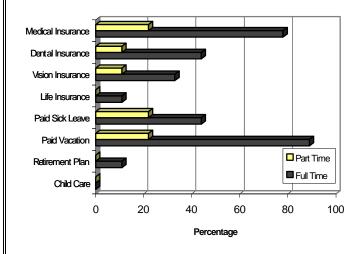
1995 SIZE: 189 - Very Large 7 YEAR GROWTH: 20 Job Openings

<u>Growth:</u> The annual growth for Stock Clerks is 1.6%, which is growing slower than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 26% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

	WAGES & FRII		
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience New, experienced 3 years with firm	\$ 4.25 \$ 4.50 \$ 5.25	\$ 5.00 \$ 6.00 \$ 8.00	\$ 4.25 \$ 5.00 \$ 5.75

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Customer service skills, ability to do shelf stocking work, ability to operate a forklift, ability to lift at least 50 lbs., labeling skills, knowledge of inventory techniques, ability to perform basic mathematical computations, being bondable.

<u>Personal:</u> Ability to work independently, ability to follow oral instructions, ability to read and follow instructions, oral communication skills, interact well with others, willingness to work under close supervision.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Stock Clerks surveyed worked full time, averaging 40 hours per week, many worked part time, averaging 22 hours per week. Neither temporary/on call nor seasonal employees were reported.

<u>Recruitment Methods:</u> The most frequently used methods to recruit employees include hiring unsolicited applicants, used employees' referrals and in-house promotion/transfer. Some employers used newspaper advertisement and public schools/program referrals.

RELATED DOT CODE AND TITLE

299.367-014 - Stock Clerk 299.677-014 - Sales Attendant, Building Materials

		Ind. % of Occupation in
SIC	<u>Description</u>	<u>1999</u>
5411	Grocery Stores	59%
5399	Misc. General Merchandise Stores	7%
5311	Department Stores	7%
5251	Hardware Stores	3%
	Others	24%

TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

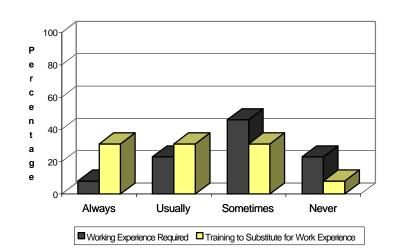
OES Number: 971050

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Workers whose duties include sales are not included.

TRAINING AND EXPERIENCE

<u>Education and Training:</u> Although most employers reported the recent hiring of Truck Drivers who have a High School diploma or the equivalent, some reported hiring personnel with some College, but no degree.

Experience: The percentages reflect employees hired in the last year within the companies surveyed. These employers tend to hire applicants with 6 to 18 months of experience



<u>Related Work Experience:</u> Work experience required by employees were: Delivery, Driver, Front Clerk, Retail Pharmacy, or Maintenance Support.

Required Training or Certification: Employers surveyed reported the need for DMV print out.

<u>Promotional Opportunities:</u> Most employers reported that they promote personnel from this occupation to higher level positions, such as Lead Housekeeper, Sales, Floral Designer, Pharmacy Department, Foreman, Counterman, Sales Department, or promotion to a supervisory position.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

Employers reported little difficulty in finding <u>experienced</u> and <u>inexperienced</u> applicants to fill vacancies. This may suggest that the supply of qualified applicants is somewhat larger than demand and that applicants may experience competition in job seeking.

PROJECTIONS & TURNOVER

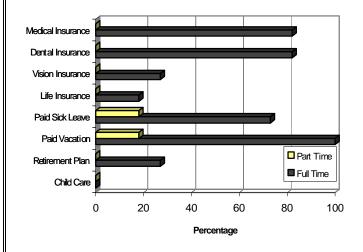
1995 SIZE: 7 YEAR GROWTH: 183 - Very Large 30 Job Openings

<u>Growth:</u> The annual growth for Truck Drivers, Light is 2.5%, which is growing faster than the average projected annual growth of 2% for all occupations in Madera County.

<u>Turnover:</u> Employers reported that approximately 10% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

WAGES & FRINGE BENEFITS			
<u>Wages</u>	Low	<u>High</u>	<u>Median</u>
New, no experience	\$ 4.25	\$ 6.50	\$ 5.00
New, experienced	\$ 4.25	\$ 7.25	\$ 5.50
3 years with firm	\$ 5.00	\$12.00	\$ 6.75

Benefits: The percentages reflect the results within the companies surveyed.



EMPLOYER REQUIREMENTS

<u>Technical:</u> Possession of a valid Class A driver's license and a good DMV driving record, ability to load and unload freight, knowledge of local streets, map reading skills, ability to write effectively, record keeping skills, basic math skills, ability to lift at least 10 lbs., public contact skills, customer service skills.

<u>Personal:</u> Good interpersonal skills, ability to work independently, ability to work under pressure, ability to follow oral instructions, ability to read and follow instructions, integrity, good work habits.

WORK PATTERNS & RECRUITMENT

<u>Hours:</u> Although most Truck Drivers surveyed worked full time, averaging 40 hours per week, some worked part time, averaging 22 hours per week. Some seasonal employees, averaging 40 hours per week, and few temporary/on call employees, averaging 13 hours per week were reported.

Recruitment Methods: The most frequently used methods to recruit employees include employees' referrals and in-house promotion/transfer. Many employers hired unsolicited applicants and recruited via newspaper advertisement. Some employers used Employment Development Department referrals, and few employers used Private Industry Council referrals.

RELATED DOT CODE AND TITLE

909.683-022 - Truck Driver, Light 913.663-018 - Driver

919.663-022 - Escort - Vehicle Driver 906.638-010 - Food Service Driver

SIC	<u>Description</u>	Ind. % of Occupation in 1999
5812	Eating Places	15%
5531	Auto and Home Stores	11%
2099	Food Preparation	8%
4912	Local Trucking, without storage	7%
5084	Beer and Ale	5%
	Others	54%

TRAINING DIRECTORY

TRAINING DIRECTORY Sorted by Training Provider

TRAINING PROVIDER	COURSES	TOTAL TRAINING HOURS	HOURLY TRAININ RATE	G TOTAL TRAININ COST
BOSTON REED COMPANY 393 LaFata Street St. Helena, CA 94574 (707) 963-5782	Phlebotomy	17	\$ 11.76	\$ 275.00
CENTRAL VALLEY OPPORTUNITY CENTER (CVOC) 17296 Road 26 Madera, CA 93638 (209) 674-09717 (Merced CVOC) 1748 Miles Court Merced, CA 95348 (209) 383-2770	Graphic Printer Welding/Industrial Maintenance Cooking Occupations Auto Service/Repair Adv. Business Occupations	770 770 420 770 770	\$ 5.46 \$ 5.46 \$ 5.76 \$ 5.57 \$ 4.98	\$ 4,461.00 \$ 4,514.00 \$ 2,587.00 \$ 4,639.00 \$ 4,639.00
COMMUNITY TRADE & TECHNICAL INSTITUT 4,640.00 (CTTI) 4944 East Clinton, #107 Fresno, CA 93727 (209) 456-9194	E Automation Office Automation/GED Electronic Medical Billing Computer Repair Phlebotomy Technician Ultrasound Technician	360 462 474 480 528 624	\$ 11.50 \$ 12.92 \$ 12.76 \$ 9.47 \$ 12.98	\$ 11.67\$ \$ 5,753.00 \$ 6,590.00 \$ 6,665.00 \$ 5,675.00 \$ 8,640.00
FINANCIAL SERVICES LEARNING CENTER 121 Downey Avenue, Suite 111 Modesto, CA 95354 (209) 529-3648	Financial Services Assistant	428	\$ 7.82	\$ 4,295.00

TRAINING PROVIDER	COURSES	TOTAL TRAINING HOURS	HOURLY TRAININ RATE	G TOTAL TRAINING COST
FRESNO INSTITUTE OF TECHNOLOGY 1545 Fulton Street Fresno, CA 93721 (209) 442-3574	Office Specialist I Office Specialist II Computer Electronic Technician	780 780 936	\$ 6.06 \$ 6.06 \$ 7.45	\$ 4,800.00 \$ 4,800.00 \$ 7,200.00
GALEN COLLEGE 1325 North Wishon Fresno, CA 93728 (209) 264-9726	Medical Assistant Dental Assistant	720 720	\$ 7.81 \$ 7.81	\$ 6,000.00 \$ 6,000.00
GOLDEN STATE TRUCK SCHOOL 485 Aviator Drive Atwater, CA 95301 (209) 356-0944	Truck Driving	250	\$ 10.30	\$ 2,700.00
HEALD BUSINESS COLLEGE 255 West Bullard Fresno, CA 93704 (209) 438-4222	Accounting Accounting-AAS Management Management-AAS Computer Applications Computer Applications-AAS Electronic Service Technician Electronic Technology Electronic Technology Electronic Technology-AAS Legal Office Legal Office Medical Office Medical Office-AAS Office Administration Office Administration-AA	1200 1800 1200 1800 1200 1800 1200 1800 1200 1800 1200 1800 1200 1800	\$ 6.00 \$ 6.00 \$ 6.00 \$ 6.00 \$ 6.00 \$ 7.00 \$ 7.00 \$ 7.00 \$ 7.00 \$ 6.00 \$ 6.00 \$ 6.00 \$ 6.00 \$ 6.00 \$ 6.00	\$ 8,250.00 \$12,350.00 \$ 8,250.00 \$12,350.00 \$ 12,350.00 \$ 9,650.00 \$14,450.00 \$ 9,650.00 \$14,450.00 \$ 8,250.00 \$12,350.00 \$ 12,350.00 \$ 12,350.00 \$ 12,350.00 \$ 12,350.00

TRAINING PROVIDER	COURSES	TOTAL TRAINING HOURS	HOURLY TRAININ RATE	G TOTAL TRAININ COST
HIGH-TECH INSTITUTE 1111 Howe Avenue #250 Sacramento, CA 95825 (916) 929-9700	Dental Assistant Medical Assistant X-Ray Technician Hospital Unit Coordinator Surgical Technician	720 608 1024 608 1056	\$ 8.53 \$ 9.50 \$ 8.52 \$ 9.52 \$ 12.11	\$ 6,325.00 \$ 6,025.00 \$ 9,025.00 \$ 6,025.00 \$13,025.00
INNOVATIVE SOLUTIONS, INC. (ISInc.) 1320 National Drive Sacramento, CA 95834 (916) 928-1700	MS Cert. Engineer Novell - CNA Novell - CNE 3.1 Novell - CNE 4.1	224 112 310 314	\$ 38.39 \$ 19.46 \$ 23.55 \$ 23.55	\$ 8,600.00 \$ 2,180.00 \$ 7,300.00 \$ 7,300.00
MICRO COMPUTER EDUCATION CENTER 2002 North Gateway Blvd. Fresno, CA 93727 (209) 456-0623	Computerized Accounting Clerk Medical Office Clerk Micro Computer Operator Office Automation Technician Word Processor	720 720 720 400 240	\$ 9.06 \$ 9.06 \$ 9.06 \$ 10.80 \$ 10.12	\$ 6,895.00 \$ 6,895.00 \$ 6,895.00 \$ 4,520.00 \$ 2,603.00
NATIONAL TRAINING INSTITUTE 1788 North Helm St., Suite 105 Fresno, CA 93727-1628 (209) 456-1522	Professional Sales Training Computer Sevice Technician Electronic Equipment Repair	180 480 480	\$ 20.56 \$ 13.44 \$ 13.85	\$ 3,900.00 \$ 7,693.00 \$ 7,500.00
NEW HORIZONS COMPUTER LEARNING (1370 East Shaw Avenue, Suite 150 Fresno, CA 93710 (209) 248-9100	CENTER Certified Novell Administrator (CNA) Certified Novell Engineer Program (CNE) Certified Novell Engineer & Windows NT	511 413 504	\$ 10.76 \$ 18.28 \$ 19.44	\$ 5,499.00 \$ 7,549.00 \$ 9,799.00

HOURS	RATE	COST
		+
150 150 240 120 240 448 100 80 300 300 240	\$ 8.83 \$ 8.83 \$ 9.48 \$ 11.88 \$ 9.48 \$ 7.81 \$ 10.00 \$ 12.50 \$ 18.72 \$ 9.06 \$ 9.06	\$ 1,549.00 \$ 1,574.00 \$ 2,700.00 \$ 1,600.00 \$ 2,425.00 \$ 3,975.00 \$ 1,225.00 \$ 1,225.00 \$ 2,700.00 \$ 3,000.00 \$ 2,700.00
660 660 660 660 684 660	\$ 8.48 \$ 8.18 \$ 8.75 \$ 8.37 \$ 9.46 \$ 8.48	\$ 6,376.62 \$ 6,154.29 \$ 6,536.12 \$ 6,329.12 \$ 6,687.03 \$ 6,204.82
2142 480 ents) 493 720 650 998 650	\$ 5.85 \$ 11.67 \$ 11.77 \$ 8.50 \$ 9.55 \$ 6.86 \$ 9.44	\$ 0,204.82 \$13,264.32 \$ 6,292.19 \$ 6,844.00 \$ 6,598.02 \$ 6,681.38 \$ 7,743.27 \$ 6,588.91 \$ 5,392.72
48 ents) 49 72 65 99	30 93 20 50 98	\$ 11.67 93 \$ 11.77 20 \$ 8.50 50 \$ 9.55 98 \$ 6.86 50 \$ 9.44

COURSES	TOTAL TRAINING HOURS	HOURLY TRAININ	G TOTAL TRAININ COST
Truck Driver Training	330	\$ 11.52	\$ 3,990.00
Tractor/Trailer Operator	160	\$ 18.72	\$ 3,238.00
	Truck Driver Training	Truck Driver Training 330	Truck Driver Training 330 \$ 11.52

INFORMATION RESOURCES

INFORMATION RESOURCES

ANNUAL PLANNING INFORMATION (API)

API reports include geographic and industry profiles, population and labor force statistics, industry trends and outlook and occupational data. Separate APIs are published for California, for most of its 58 counties (a few reports combine counties), and for each Metropolitan Statistical Area. APIs are available and are produced by the Employment Development Department's Labor Market Information Division. Call (916)262-2345.

CALIFORNIA OCCUPATIONAL GUIDES (COG)

COGs are statewide profiles of specific occupations. Each of the 250 (or so) guides that are available describe an occupation or occupational field and include sections on: working conditions; employment outlook; wages, hours & benefits; entrance requirements; advancements; tips on finding employment; and additional information. A complete set also includes a new section on emerging occupations. COGs are produced by the Employment Development Department's Labor Market Information Division. Call (916)262-2162.

CALIFORNIA OCCUPATIONAL GUIDE WAGE SUPPLEMENT

The COG Wage Supplement includes local wage data (for specific occupations) from all recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available and is produced by the Employment Development Department's Labor Market Information Division Call (916)262-2162.

CAREER GUIDE TO INDUSTRIES

The Career Guide to Industries is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries that, together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefit and outlook. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Call (213)239-9844 or (415)512-2770.

DICTIONARY OF OCCUPATIONAL TITLES

The DOT is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric DOT code (or classification) reveals the level of skills required to work with data, people, things. Also, it outlines the major task elements of the job. It is produced by the U.S. Department of Labor, Employment and Training Administration. Order through any U.S. Government Bookstore (213) 239-9844 or (415) 512-2770.

DIGEST OF LICENSED OCCUPATIONS

The Digest of Licensed Occupations includes the 100 or so occupations regulated by various State agencies as well as the addresses and telephone numbers of the licensing agencies. It is updated annually and is available. It is produced by the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

OCCUPATIONAL OUTLOOK HANDBOOK (OOH)

The OOH includes nationwide profiles of about 250 occupations that, together, cover almost 90 percent of all jobs. For each occupation, information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, related occupations and sources of additional information. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order through any U.S. Government Bookstore (213) 239-9844 or (415) 512-2770.

OCCUPATIONAL OUTLOOK QUARTERLY

The Occupational Outlook Quarterly is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. The Quarterly is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order through any U.S. Government Bookstore at (213) 239-9844 or (415) 512-2770.

OCCUPATIONAL OUTLOOK REPORTS, CCOIS

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). For each occupation, information includes: the nature of work, projections of size, growth and separations; supply-demand assessment, training, experience and other requirements, employer recruitment methods, earnings and benefits and where the jobs are. The CCOIS is a partnership program between state and local agencies. It is administered at the state level by the Employment Development Department's Labor Market information Division, with policy advice from the California Occupational Information Coordinating Committee (CCOIS). Local coordinating agencies conduct extensive research on specific occupations of interest to their local community and produce an Occupational Outlook Report for their area. Occupational Outlook reports are available from the local coordinating agency; some reports may be available through EDD's LMI Division at (916)262-2353.

TRAINING DIRECTORIES, CCOIS

Like the Occupational Outlook Reports, Training's Directories are products of the California Cooperative Occupational Information System and are produced by local coordinating agencies. Training Directories, at a minimum, include the names, addresses and phone numbers of local (or regional) training providers and a listing of their current programs. Contact the local coordinating agencies for more information on the availability and cost of CCOIS Training Directories. A computer-based inventory of the state's training providers and their programs is also available from the California Occupational information Coordinating Committee at (916) 323-6544.